



Township of Millburn

Emergency Notification Sign up

Registration Instructions

It is each resident's/employee's responsibility to register with the SwiftReach911 system by entering and verifying your contact information.

Step 1:

From the Millburn Township Website (<http://twp.millburn.nj.us>) click on "Swift 911 Emergency Notifications" on the home page on the left hand side.

Step 2:

Enter your personal information:

Language: Select your preferred language.

Name:

Phone Number (must be 10 digits only)-Check box if texting is available.

Email: Enter the email address that you would like alerts to be sent to.

Note: The email address you enter will also be your username for accessing the system. The email address can always be changed later, but your username will remain the same. This must be a valid email address as you will need to verify its validity.

Password: Must be a minimum of 6 characters, one Upper case, one lower case and one number or special character.

Address: Enter your home address (5 digit zip codes only) and click "Plot Address on Map".

All fields are mandatory and must be filled in (except for Street 2)

Step 3:

A registration verification screen will appear. You will receive a code via an email sent to the address you have entered. You **MUST** enter that code in order to complete your registration.

NOTE: Some residents/employees may receive a phone call with a confirmation code as well. Please make a note of this number in order to complete the registration process.

Click "Complete Registration".

Step 4:

Click on "My Contact Information"

Step 5: Edit your Contact Information

At any point, you may log into the web portal using your email and password to update your information. You can add as many phone numbers or addresses that you may need. Clicking on "Save Updates" will save changes.

Step 6:

From the "My Information" page, view the Active Subscriptions section. Click on the "+ add subscriptions" button. **DO NOT** click the "Delete" button next to any lists you have not added.

Step 7: From the "Add Subscriptions" page, you will be able to select a list from the "Available subscriptions from current publisher." Click the "Add" button to add a list subscription. You can add as many subscriptions as you would like.